



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Environmental Investigator IV

Posting Number

PN# 112500

Department

Health & Human Services Department

Division

Environmental Health

Section

Air Quality Control

Reporting Location

7411 Park Place

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Supervises the daily fieldwork activities; performs advanced technical investigative work relative to the detection, analysis and elimination or control of environmental pollutants and contaminants.

CORE FUNCTIONS

- Supervises, schedules, and reviews work of employees; Trains and evaluates employees. Plans and supervises the daily fieldwork and office activities. Maintains administrative records; Supervises or conducts training of new employees.
- Investigates complaints concerning pollutant and contaminant sources; Conducts on-site inspections; Collects samples of suspected pollutants; Reports investigative findings. Analyzes and evaluates special problems or situations involving environmental air quality.
- Conducts surveillance of communities to determine and/or monitor pollutant or contaminant problems. Prepares surveys, investigations and observation reports for utilization in corrective recommendations or as legal evidence in the prosecution of violators. Collects documentation to sufficiently support actions. Issues citations and violation notices to violators and may testify during court proceeding.
- Advises and consults with the public, professional groups, industrial representatives and others regarding environmental criteria, regulations, and City abatement programs. Complies legal summaries and testifies in court as an expert witness; writes and edits technical reports, and comments to state and federal regulatory agencies.
- Promotes environmental awareness concerning the effects and hazards associated with air pollution; Educates the public regarding pollution prevention and community involvement; Initiates and supports community coalitions and forums working to enhance improve environmental conditions; Encourages citizen's collected evidence, affidavits, and community assessments.
- Collaborates with other environmental departments and agencies to resolve environmental issues; Coordinates and participates in joint investigation, collection of samples, and evidence gathering.

WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Chemistry, Biology, Environmental Health Engineering or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of pollution/environmental control experience are required.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Driver's License and comply with the City of Houston's Policy on Driving (AP2-2)

PREFERENCES

- Previous experience in environmental, engineering or biochemical/science research, education or industry is preferred.
- Bilingual capabilities are a plus.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION ☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUND POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 23

\$1,748 - \$2,101 Biweekly \$45,600 - \$54,837 Annually

OPENING DATE

August 16, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9471.

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